

PART 701—PROCEDURES AND SERVICES

Sec.

- 701.1 Application for employment.
- 701.2 Access to Library buildings.
- 701.3 Removal of materials from the Library buildings.
- 701.4 Information about the Library.
- 701.5 The Library's reading rooms and public use thereof.
- 701.6 Service of the general collections.
- 701.7 Reference and bibliographic assistance.
- 701.8 Assignment of special research facilities.
- 701.9 Loans of library materials.
- 701.10 Loans of library materials for blind and other physically handicapped persons.
- 701.11 Lending of materials from the Library for exhibition.
- 701.12 Photoduplication service.
- 701.13 Service of African and Middle Eastern materials.
- 701.14 Service of Asian materials.
- 701.15 Service of European materials.
- 701.16 Service of folklife materials.
- 701.17 Service of Hispanic materials.
- 701.18 Service of legal materials.
- 701.19 Service of local history and genealogical materials.
- 701.20 Service of manuscript materials.
- 701.21 Service of maps and cartographic materials.
- 701.22 Service of microfilmed materials.
- 701.23 Service of motion picture and television materials.
- 701.24 Service of music materials.
- 701.25 Service of prints and photographs.
- 701.26 Service of rare books and special collections.
- 701.27 Service of scientific and technical materials.
- 701.28 Service of serial materials.
- 701.29 Service of sound recordings.
- 701.30 Cataloging distribution.
- 701.31 Library of Congress publications.
- 701.32 Offers of materials for purchase.
- 701.33 Acquisition of library materials by non-purchase means and disposition of surplus library materials.
- 701.34 Contracting officers.
- 701.35 Policy on the authorized use of the Library name, seal, or logo.
- 701.36 Use of the Seal of the Library of Congress and the Library of Congress Trust Fund Board.

AUTHORITY: 2 U.S.C. 136; 18 U.S.C. 1017.

§701.1 Application for employment.

The Library of Congress is an Excepted Service Legislative Branch agency. As such, it has its own independent merit system, and applicants

do not need Civil Service status to apply for its positions. The Library has a wide range of clerical, technical, and professional positions (the latter being primarily oriented to library operations such as processing, cataloging, and reference, but with some positions in non-librarian occupations such as computer, subject area and research analyst specialists). The Library's Employment Office is located in Room LM-107, James Madison Building, First Street and Independence Avenue, SE., Washington, DC 20540. Information about current employment needs and the procedure for application may be obtained by either visiting this office (Monday-Friday, 8:30 a.m. to 4:30 p.m.), calling during these hours at (202) 287-JOBS, or writing to the above address. A 24-hour recording of general information is available at (202) 287-5295.

[46 FR 48660, Oct. 2, 1981]

§701.2 Access to Library buildings.

(a) In accordance with the Library's general policy, persons other than staff members may be admitted to the Library buildings and to the various areas therein that are open to the public during the announced hours of public opening. Such persons may be admitted to other areas within the buildings and at other times only in accordance with established access regulations.

(b) Persons having legitimate business in buildings closed to the public may be admitted after identification by responsible officials in the building or by authority as evidenced by a building access pass issued by the Associate Librarian for Management.

[35 FR 10588, June 30, 1970. Redesignated at 38 FR 27049, Sept. 28, 1973, and amended at 46 FR 48660, Oct. 2, 1981]

§701.3 Removal of materials from the Library buildings.

No material may be removed from the Library buildings without the proper stamp, pass, or other authorization as prescribed by regulations established by The Librarian of Congress. All property including, but not limited to, suitcases, briefcases, handbags, large envelopes, packages, and office

§ 701.4

equipment may be inspected upon leaving Library buildings in order to prevent the improper removal of property belonging to the U.S. Government.

[51 FR 22073, June 18, 1986]

§ 701.4 Information about the Library.

Information about the activities, program, services, organization, and history of the Library of Congress is provided by the Information Office, which has primary responsibility for responding, or for arranging for other divisions of the Library to respond, to inquiries on these subjects from the public and from representatives of public-information media. Such information is provided through publications and through individual response by telephone, by mail, and in personal conference. For convenience of the public, the office administers information counters in the James Madison and Thomas Jefferson Buildings; its staff answers visitors' inquiries about the Library but does not provide reference service for readers wishing to use the Library's collections. Free publications about the Library and some price publications and facsimiles of famous documents are available at this counter.

[35 FR 10588, June 30, 1970. Redesignated at 38 FR 27049, Sept. 28, 1973, and amended at 51 FR 22073, June 18, 1986]

§ 701.5 The Library's reading rooms and public use thereof.

(a) All members of the public wishing to use materials from the Library's collections first must obtain a User Card. The Library will issue User Cards, in accordance with established access regulations, to those persons who present a valid photo identification card containing their name and current address. The Library-issued User Card will include the name, digitized photograph, and signature of the user. It must be presented when requesting materials housed in the book stacks or other non-public areas or upon request of a Library staff member. In accordance with Library regulations which prescribe the conditions of reader registration and use of Library materials, presentation of a User Card may be required for entry into certain reading rooms. The Library will main-

36 CFR Ch. VII (7-1-98 Edition)

tain the information found on the User Cards, including the digitized photograph and other pertinent information, in an automated file for collections security purposes. Access to the automated file shall be limited to only those Library staff whose official duties require access. The automated file shall be physically separated and accessible only from inside the Library.

(b) Materials in the general classified collections of the Library are serviced in the Main and Local History and Genealogy reading rooms (Thomas Jefferson Building), and the Science and Social Science reading rooms (John Adams Building). Special collections, as explained further in subsequent sections, are serviced in the following reading rooms; Archive of Folk Culture, European, Microform, and Rare Book and Special Collections (Thomas Jefferson Building), African and Middle East and Asian (Adams Building), and Geography and Map, Law Library, Manuscript, Motion Picture and Television, Newspaper and Current Periodical, Performing Arts, Prints and Photographs, and Recorded Sound Reference Center (James Madison Memorial Building). Reference and bibliographic assistance is provided by the staff on duty in the reading rooms, to the extent necessary to supplement the reader's prior use of library resources elsewhere and/or to facilitate use of the Library's collections.

[51 FR 22073, June 18, 1986, as amended at 60 FR 34853, July 5, 1995]

§ 701.6 Service of the general collections.

(a) Requests for materials in the general classified collections are submitted by readers on forms provided for that purpose. Available materials so requested are located and delivered to readers by the staff. Subject to specified limitations, materials may be reserved for continued use. Access to the bookstacks is permitted only under regulations established by the Librarian of Congress.

(b) Definitions.

(1) *Security* means administration of continuing, effective controls in areas where materials are housed for the purpose of preprocessing or processing, storage, access, or use. These controls